

State of Rhode Island  
Department of Administration  
OFFICE OF ACCOUNTS AND CONTROL

**SECTION A-2**

**POLICY/PROCEDURE NUMBER**

**SUBSECTION**

**EFFECTIVE DATE / PAGE NUMBER**  
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**POLICY / PROCEDURE  
FISCAL CONTROL PROGRAM**

**AMENDMENT / REVISION**

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The State's Fiscal Control Program is the statutory responsibility of the Department of Administration, and is administered principally by the State Budget Officer and the State Controller.

**RESPONSIBILITY OF OPERATING DEPARTMENTS:**

The responsibilities for the execution of the Fiscal Control Program in the several operating departments, divisions, institutions and agencies, is fixed with the following personnel:

Departmental Fiscal/Financial Officers: These Officers are appointed by the heads of the respective departments and they are responsible for departmental fiscal control records, such as, budgets, work programs and departmental bookkeeping records.

Departmental Account Officers: These Officers are appointed by the division, institution or agency Director/Chief and they are responsible to the Departmental Fiscal Officer for the maintenance of the agency fiscal control records in those departments which do not have central fiscal control recordkeeping. In the case of independent agencies, Account Officers are responsible to the State Budget Officer and/or the State Controller. In addition to recordkeeping responsibilities, Account Officers are responsible for agency compliance with the financial procedures as set forth in the Procedural Handbook of the Department of Administration.

**QUARTERLY FISCAL MEETING:**

Departmental Fiscal Officers and, when necessary, Departmental Account Officers, are required to attend quarterly fiscal meetings sponsored by the Controller's Office and the Budget Office for discussion of financial operations and procedures.